

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DOT1068616  
POSITION NO: 946253  
POSITION TITLE: \_\_\_\_\_

DATE POSTED: 04/08/14  
CLOSING DATE: 04/21/14

**Principal Planner**

DEPARTMENT NAME / WORKSITE: NDOT - Department of Transportation Planning, Tse Bonito, NM

WORK DAYS: <u>Monday-Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>Y67A</u>
WORK HOURS: <u>8:00a.m.-5:00p.m.</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>50,544.00</u> PER ANNUM
	SEASONAL: <input type="checkbox"/> DURATION : _____	\$ <u>24.30</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>	

**DUTIES AND RESPONSIBILITIES:**

Serves as expert counsel on many facets of the planning profession in transportation and community based planning as they pertain to the Navajo Nation. Advises management in resolving highly unusual controversial planning issues; develops criterion in management and other environmental and land-use issues. Provides technical support and administrative assistance to program staff and other tribal and non-tribal entities. Provide technical planning of department staff in the development of; land-use, economic development, traffic demand & public safety. Formulates, defines, clarifies and interprets transportation and policy recommendations and proposals for the Navajo Nation, chapter communities, transportation committees and the Navajo Division of Transportation. Serves as a liaison to and advises various; councils, boards, commissions and elected officials in transportation planning issues. Maintains and updates the processes and amendments to both the; Long-Range Transportation Plan and Regional Transportation Plan. Analyzes, coordinates and compiles technical and statistical data and writes technical reports; evaluates the feasibility of plan alternatives in relation to costs, trends, social pressures and interprets architectural and engineering drawings and specifications that include metric, topographic, geologic, hydraulic, statistical maps, charts and graphs.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

\* A Master's degree in Community Planning, Public Health, Architecture, Engineering, Sociology, Geography, Economics, Political Science, or closely related area; and six (6) years of experience in urban or regional planning or in public health, two (2) years of which must have been in a supervisory capacity.

**Preferred Qualifications:**

- \* A Doctorate in Planning, Public Administration, Political Science or closely related field.
- \* Six (6) years of experience in community, urban or regional planning, business management or in area of assignment.

**Special Requirements:**

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of; the social, economic and political make-up of the Navajo Nation; laws, regulations, policies and provisions of new and existing programs under study; the application of land use and rural community design, economics, finance, tribal land use laws, sociology, environmental design, resource development and ecology; grant and program management to include various levels of government, transportation communication and public utility systems as related to planning; data gathering and research techniques; laws and processes in formulating land-use, capital improvement and other policies; computer application and software. Skills in; graphic instructions such as blue prints, layout, base maps or other visual aids; comprehending and making inferences from written materials such as census data, surveys studies or government reports; establishing and maintaining effective working relationships; supervising, evaluating, training and motivating employees.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**